Sample Program Announcements and Newsletter

Use the following on newsletters, postings or read during the school’s morning announcements!

**Example Program Announcement**

Join your friends and their families at our *Family Reading Experience*! We have fun reading activities with prize giveaways planned. Family Reading Experience will take place on {Insert date} at {Insert time} in the {Insert room or location}. Come out for a {Insert short description that would appeal to students about this event}. Don’t miss the fun! See you there!

**Example Newsletter**

Save the date: {Insert date} is *PTA* *Family Reading Experience!* Join us as we celebrate literacy:

What: {Insert name of event}

When: {Insert time frame}

Where: {Insert location}

What: {Insert name of event}

When: {Insert time frame}

Where: {Insert location}

Do you want to help volunteer for the *Family Reading Experience*? Contact {Insert contact name, number and email}. See you there!